



Uploading eGrants Files

Contents

Introduction	2
Upload Guidelines.....	2
Instructions	3
Step 1 – Locate an Application or Grant	3
Step 2 – Navigate to the “Upload.Files” Tab	4
Step 3 – Enter a Description of the New File	5
Step 4 – Browse for a File	6
Step 5 – Select File	7
Step 6 – Upload File	9
Step 7 – Confirm Upload	10



Introduction

Following are screen shots and a step-by-step process for uploading documents into the eGrants system.

Upload Guidelines

1. You may use the upload feature to upload documents to eGrants at anytime.
2. You may upload documents that are in .doc, .pdf, .xls, .bmp, or .jpg format only and the extension must be in lowercase. If you try to upload a file in a format other than these five and in uppercase, you will receive an error message.
3. Document sizes are limited to 1 MB each. If your document is too large, save it in segments, and upload the segments separately. To prevent confusion, label each segment in sequence. For example: “Resolution P1”, “Resolution P2”, etc.
4. You cannot remove documents once they have been uploaded.
5. You may upload documents that revise previously uploaded documents. To facilitate the process, label the new version with the same (or a similar) name as the previous version and note the version number. For example, “Resolution” might be followed by “Resolution v2”.
6. Before browsing for a document to upload, accurately describe the document in the space provided. If you do not provide a description for your document first, you will receive an error message.



Instructions

Step 1 – Locate an Application or Grant

Log in to eGrants and click the “My Home” tab. Locate and click on a grant number in the “Grant” column on the left of the grid. The application/grant record will open in a separate window.

General Information and Instructions

[View Introduction](#)

Locate and click on an application or grant number in the "Grant" column.

Pending Applications

Grant	Pending Messages	Current Status	Due Date	Fund Source	Grant Manager/Email	Start Date	End Date	Project Title
1328713		Pending OOG Review		JB	Charlene Hamilton	9/1/2011	8/31/2012	Tarrant County Coordinated Enforcement Plan for Reducing Juvenile Crime
1373713		Pending OOG Review	3/24/2011	WX	Mary Wingo-McCaffity	9/1/2011	8/31/2012	Protective Order Unit
1373913		Pending OOG Review		VX	Mary Wingo-McCaffity	9/1/2011	8/31/2012	Sheriff's Department Victim Assistance Program



Step 2 – Navigate to the “Upload.Files” Tab

When the grant/application record opens, click on the “Summary” tab, followed by the “Upload Files” sub tab.

Eligibility Profile Narrative **Activities** Measures Budget Documents Conditions of Funding **Summary** My Mail My Home

Grant History Grant Issues **Upload.Files**

Navigate to the Summary/Upload.Files Tab.

General Information and Instructions

[View Introduction](#)

[View Uploading Files](#)

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

When the Name of the File displays in the box below, click on the Upload button:

Browse... Upload

Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

Click to View	File Description	Uploaded By User Name	Date / Time File Uploaded	Size of File
POU 2012 Resolution.pdf	Resolution	Tarrant1	2/24/2011 2:35:20 PM	33661

1

Refresh List



Step 3 – Enter a Description of the New File

In the “Select Document to Upload” box (detailed below), enter a description of the document you will upload.

This information will be used by OOG, as well as your organization. So, be sure to provide a description that will make it easy for anyone to recognize the file.

You must enter the description before selecting a file from your desktop. You will receive an error message if you click “Browse...” or “Upload” before entering a description of the file.

A screenshot of a web form titled "Select Document to Upload". The form contains two text input fields. The first field is labeled "Enter the Description of the File to be uploaded, then click the Browse button:". The second field is labeled "When the Name of the File displays in the box below, click on the Upload button:". To the right of the second field are two buttons: "Browse..." and "Upload". A red arrow points to the first text input field.

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

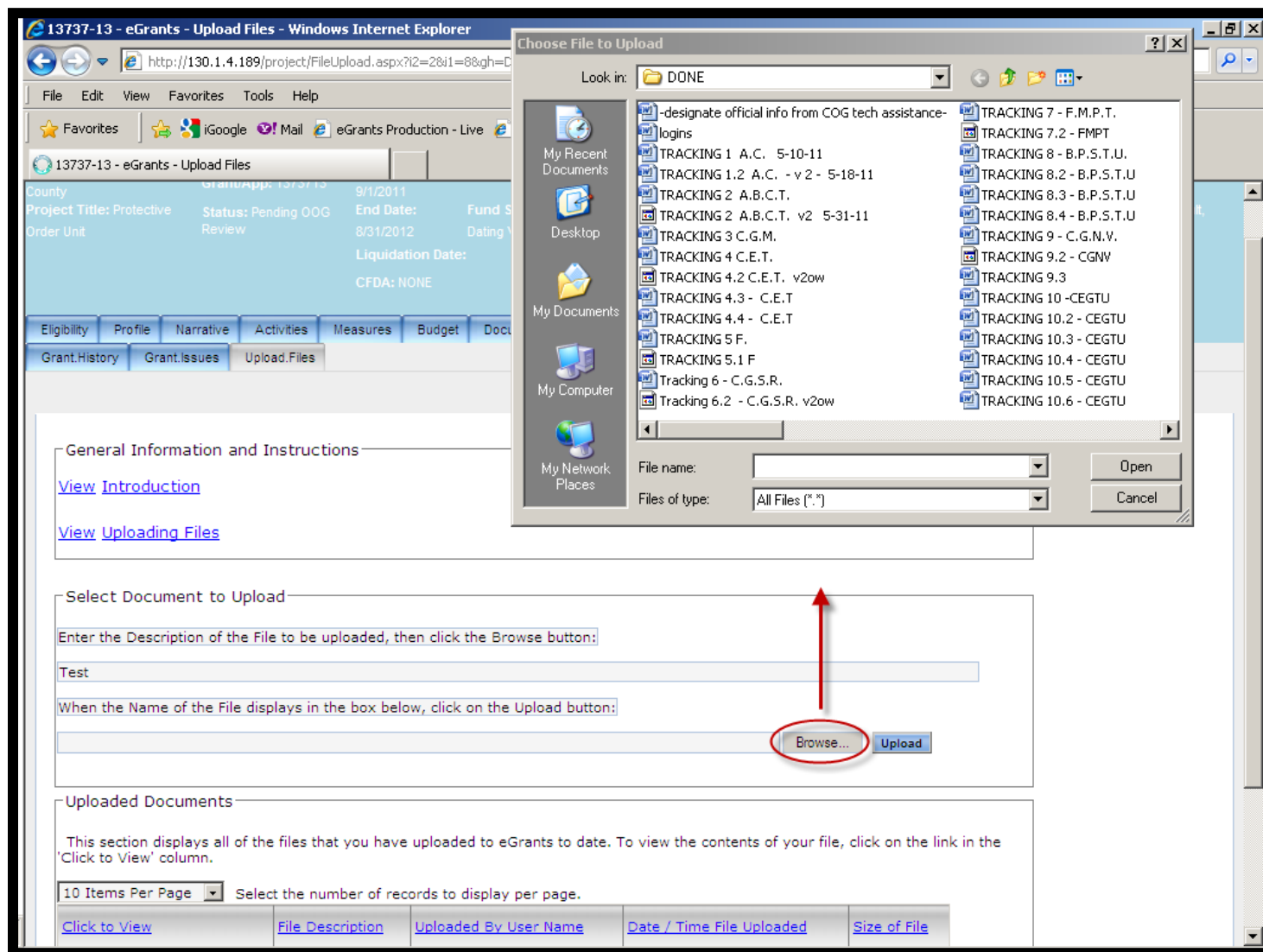
When the Name of the File displays in the box below, click on the Upload button:

Browse... Upload



Step 4 – Browse for a File

Click the “Browse” button. This opens a portal to the files on your computer – exactly as they are organized on your computer. Locate the file.





Step 5 – Select File

Select the file you want to download and either single-click it, then click “Open” **OR** double-click it. The file name will appear in the upload box and the “Choose File” box will close. If you accidentally select the wrong file, click “Browse” again and select the file you want. This will replace the mistaken file in the upload box.



13737-13 - eGrants - Upload Files - Windows Internet Explorer

http://130.1.4.189/project/FileUpload.aspx?i2=2&i1=8&gh=C

File Edit View Favorites Tools Help

13737-13 - eGrants - Upload Files

County: GrantApp: 13737-13 9/1/2011
Project Title: Protective Status: Pending OOG End Date: Fund S
Order Unit Review 8/31/2012 Dating V
Liquidation Date:
CFDA: NONE

Eligibility Profile Narrative Activities Measures Budget Doc
Grant.History Grant.Issues Upload.Files

General Information and Instructions

[View Introduction](#)
[View Uploading Files](#)

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

Test

When the Name of the File displays in the box below, click on the Upload button:

Browse... Upload

Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

Click to View	File Description	Uploaded By User Name	Date / Time File Uploaded	Size of File
---------------	------------------	-----------------------	---------------------------	--------------

Choose File to Upload

Look in: DONE

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

-designate official info from COG tech assistance-
logins
TRACKING 1 A.C. 5-10-11
TRACKING 1.2 A.C. - v 2 - 5-18-11
TRACKING 2 A.B.C.T.
TRACKING 2 A.B.C.T. v2 5-31-11
TRACKING 3 C.G.M.
TRACKING 4 C.E.T.
TRACKING 4.2 C.E.T. v2ow
TRACKING 4.3 - C.E.T.
TRACKING 4.4 - C.E.T.
TRACKING 5 F.
TRACKING 5.1 F
Tracking 6 - C.G.S.R.
Tracking 6.2 - C.G.S.R. v2ow

TRACKING 7 - F.M.P.T.
TRACKING 7.2 - FMPT
TRACKING 8 - B.P.S.T.U.
TRACKING 8.2 - B.P.S.T.U.
TRACKING 8.3 - B.P.S.T.U.
TRACKING 8.4 - B.P.S.T.U.
TRACKING 9 - C.G.N.V.
TRACKING 9.2 - CGNV
TRACKING 9.3
TRACKING 10 - CEGTU
TRACKING 10.2 - CEGTU
TRACKING 10.3 - CEGTU
TRACKING 10.4 - CEGTU
TRACKING 10.5 - CEGTU
TRACKING 10.6 - CEGTU

File name: TRACKING 4.4 - C.E.T.
Files of type: All Files (*.*)

Open
Cancel



Step 6 – Upload File

Click Upload. eGrants can only upload files that are in .doc, .xls, .pdf, .bmp, or .jpg format and lower case. Once uploaded, files cannot be deleted, but an updated version can be uploaded. (See the *Upload Guidelines* area above.)

General Information and Instructions

[View Introduction](#)

[View Uploading Files](#)

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

Test

When the Name of the File displays in the box below, click on the Upload button:

\\Zephyr\CJD\Users\olivia.wakeman\1OLIVIA DOCS\eGRANTS\TRACKING FORMS\DONE\TRACKING 4. Browse... **Upload**

Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

Click to View	File Description	Uploaded By User Name	Date / Time File Uploaded	Size of File
POU 2012 Resolution.pdf	Resolution	Tarrant1	2/24/2011 2:35:20 PM	33661

1

[Refresh List](#)



Step 7 – Confirm Upload

When an upload is successful, the system will provide confirmation and the document will appear in the “Uploaded Documents” area at the bottom of the page.

Eligibility Profile Narrative Activities Measures Budget Documents Conditions of Funding Summary My Mail My Home

Grant History Grant Issues Upload Files

General Information and Instructions

[View Introduction](#)

[View Uploading Files](#)

- The file has been uploaded. [TRACKING 4.x test - C.E.T.doc]

Select Document to Upload

Enter the Description of the File to be uploaded, then click the Browse button:

Test2

When the Name of the File displays in the box below, click on the Upload button:

Browse... Upload

The file has been uploaded. [TRACKING 4.x test - C.E.T.doc]

Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

Click to View	File Description	Uploaded By User Name	Date / Time File Uploaded	Size of File
POU 2012 Resolution.pdf	Resolution	Parag	2/24/2011 2:35:20 PM	33661
Visio v7cw - Expanded - partial - 5-18-11.pdf	Test	Parag	7/5/2011 5:02:35 PM	58392
TRACKING 4.x test - C.E.T.doc	Test2	Parag	7/5/2011 5:05:17 PM	337408